



## **Job Description - Dishwasher**

As a Dishwasher at the Cutting Board Bakery and Café, you will be responsible for ensuring complete cleanliness and order of the Café, following sanitation and safety guidelines and working with co-workers to ensure the operations of the Café are smooth and profitable.

**Reports to:** Manager

**Classification:** Hourly, Non-Exempt, 25 – 30 hours per week

**Starting Pay:** Minimum Wage and possibly higher depending on experience level and availability. Not eligible to receive tips as part of hourly compensation.

A Dishwasher is responsible for the following:

### **Customer Service and Accountability**

- Is honest and promotes the values and mission of The Cutting Board
- Interacts with customers on a limited basis and has the ability to represent the Company with a positive and professional attitude and demeanor.
- Communicates customer complaints to management
- Adheres to company dress code
- Respects peers and management by being on time for their scheduled shift and finding someone to cover shifts when they are unable to work
- Adheres to appropriate standards of behavior in the workplace and to behaviors outlined in the Employee Handbook
- Ensures accountability of company funds and inventory

### **Product Quality**

- Maintains dishes, pots, pans, trays, kitchen, work areas, equipment and utensils in orderly and sanitary condition.
- Collects used dishes and dishware from the lobby and dish-cart areas.
- “Busses” tables by removing used dishware and cleaning the surfaces of the tables and chairs per applicable sanitary requirements.
- Scrapes and rinses food from dirty dishes and washes them by hand in the kitchen 3-bin sink area.
- Washes pots, pans, trays and various kitchen equipment based on assigned procedures.
- Uses the drying racks to complete the cleaning and sanitization process of all kitchen and dining equipment. Occasional hand-drying is required.

- Keeps work area clean and organized so that co-workers and management can locate resources and products as needed
- Maintains temperatures and chemical levels as outlined by provided standards.
- Keeps dish area orderly and in compliance with safety standards.
- Sweeps and mops kitchen floors to ensure compliance with safety and sanitation standards.
- Washes worktables, walls, refrigerators, shelving and other food prep surfaces.
- Removes trash and places it in designated containers. Clean and maintain all trash receptacles within the facility.
- Transfers supplies and equipment between storage and work areas.
- Helps load and unload supplies and product.
- Ensures complete cleanliness and sanitation.
- Ensures compliance with outlined safety procedures.
- Performs other duties as assigned.

**Teamwork and initiative**

- Possesses the ability and desire to work within a team setting and environment.
- Communicates with co-workers and management to solve problems and improve the flow and timeliness of Café operations
- Works with co-workers and management to effectively implement change
- Contributes to a positive work environment
- Assists in completing the opening and closing checklist and other janitorial tasks
- Does what needs to be done when asked

**Qualifications**

No previous restaurant experience is required but is preferred. Must possess a current Arizona Food Handler’s Card and have reliable transportation to and from work. A high school diploma or GED equivalent is not required but preferred. The ability to communicate effectively with co-workers, guests and management, handle multiple tasks at one time, work varied and consistent hours and days based on business needs, work weekly special events, and work successfully as part of a team under pressure and maintain positive moral and a professional attitude. Job will require occasional lifting of up to 40 lbs and ability to stand for long periods of time, as well as frequent and continual flexing and rotating of wrist and spine. Proof of eligibility to work in the United States is required.

**Employee Acknowledgment**

I have read and understand the qualifications for this job and understand what is expected of me to perform my job function. I understand my job responsibilities can change according to the operational needs of the business.

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**Name** \_\_\_\_\_ **Date** \_\_\_\_\_

The Cutting Board Bakery & Café is located in east Mesa near Power Rd. and Baseline Rd. We specialize in vegan and vegetarian cuisine. The doors first opened in September of 2013 and we have enjoyed a steady growth since that time. As our business and customer base expands we are in need of growing the team and extending our capabilities. We have an amazing staff full of knowledgeable and gifted people and we are looking to expand the team. Please download a job application from our website, [www.CuttingBoardCafe.com](http://www.CuttingBoardCafe.com), and submit it along with a cover letter and a copy of your resume. Submission instructions are on the job application form. We hope you are interested in working with us and look forward to meeting with you soon!

Seeking a Dishwasher for the following hours:

Mon.:	(Café Closed)	
Tues. – Thurs.:	4pm – Close (8pm)	4 hrs
Fri.:	3pm – Close (8pm)	5 hrs
Sat.:	12pm – Close (8pm)	7 hrs (1 hr break)
Sun.:	11am – Close (3pm)	4 hrs
		<b>28 hrs Total Min.</b>
		<b>30+ hrs/week</b>